

ROWAN EVENTS CENTER RENTAL POLICY

*REC is available for rent beginning April 15 through October 15

*Rentals will be made on a first-come, first-serve basis.

*Dates will only be held temporarily, until payment is made to secure the date. Cancellations may be made prior to seven (7) days before event with a full refund.

*Key may be picked up from City Hall during normal business hours and must be returned before deposit will be refunded. Key may be returned to Librarian, City Clerk, or put in the Library Book Drop.

*Rental contract requires two (2) checks: The first for a rental fee of \$75 per day for the use of the REC. The second check is a cleanup and/or damage deposit of \$250. The damage deposit check will not be cashed prior to the event and will be returned in full if all provisions of the contract are met. Any assessed damage beyond the \$250 will be billed to the renter.

- Rooms must be left clean
- You must take your trash with you when you leave
- REC must be left in same condition as it was found before use. If tables/chairs are taken out they must be put away
- No tobacco or controlled substances (except Alcohol) may be possessed or consumed on the premises. This is a smoke free facility. No smoking is allowed in any area of the building.
- Children's or Youth groups using the facility are required to provide constant on-site supervision by an adult 18 years or older.

Vendor shall hold harmless City of Rowan, together with its employees, volunteers, employers, principals, agents, insurers, attorneys, officers, directors, predecessors, subsidiaries, affiliates, successors and assigns, from any and all losses, expenses, liability, claims, demands, charges, complaints, controversies, actions, causes of action, and suits at law or in equity, of any kind or nature whatsoever, including without limitation claims of bodily injury (including death), injury to any person, damage or alleged damage to property, any claim under any local, state, or federal statute, and any claim under any other statutory, administrative, constitutional, contractual, tort, common law or other legal or equitable theory whatsoever, related to, directly or indirectly, or in any manner incidental to Vendor's use of the Convention Premises and/or Desired Activities. Such indemnification shall include without limitation any and all attorney fees, court costs and any and all other costs and expenses.

Amended by Rowan City Council: July 6, 2015

ROWAN EVENTS CENTER RENTAL AGREEMENT

I have read this agreement and do hereby agree that I and the organization or individuals I represent will abide by the rules listed therein.

Date and time of Scheduled Use: _____ , _____

Name of person renting the facility _____
Last First

Address

Contact Phone Number (____) ____ - _____

Rent \$_____ Damage Deposit: \$_____ Paid on _____ , _____.

Signed: _____
Rentername / date

City Official / date